

M e r e d i t h S t u d e n t

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April 18, 20xx

Ms. Jane Doe
Senior Recruiter, Sourcing Specialist, Clinical
Sodexo
50 Washington Blvd.
Gaithersburg, MD 55555

Dear Ms. Doe:

With an outgoing personality, a passion for nutrition, and as a current Sodexo employee, I feel that I am a qualified candidate for the Resource Dietitian position you informed me of this past fall at NCCU. I enjoyed your lecture and as a new college graduate, found the information you provided to be very beneficial to my ongoing career search.

I will be completing a dietetic internship at Meredith College in the next few weeks, and it has equipped me with skills and experiences that will undoubtedly make me a talented dietitian. Having been trained to be a clinical dietitian at Duke University Hospital, I have experience using critical thinking and medical nutrition therapy with a variety of high-risk adult and pediatric patients. I have had many public speaking opportunities that have further developed confidence and professionalism as part of my character. In addition to these experiences, I have been selected to travel to Dallas, TX this May to intern at the world-renowned Cooper Clinic for Preventative Medicine. I am excited about this opportunity as it will further both my counseling and clinical skills. It is my belief that all of these skills can benefit Sodexo, the leading employer of Clinical Dietitians in North America.

I look forward to hearing from you to learn more about this position as a Resource Dietitian and to discuss my qualifications with you in person. You may reach me at (919) 555-5555 or via email at MeredithStudent@email.meredith.edu. Thank you for your consideration.

Sincerely,

Meredith Student

Meredith Student